

Candidates for County Mayor, Board of County Commissioners, Community Council and Fire Board



Mandatory Campaign Finance Report Electronic Filing Requirements

Pursuant to Ordinance 00-72, beginning with the 2002 election cycle, all candidates for Mayor, Board of County Commissioners, Community Council and Fire Board will be required to file campaign treasurer reports on diskette. This policy will give the public easier access to campaign finance information by facilitating the timely posting of such information on the Internet. Campaign finance information will be available on our webpage at: <http://elections.miamidade.gov>.

The Miami-Dade Elections Department has developed three options for candidates to file their reports on diskette. The first two methods will be provided to the candidate by the Miami-Dade Elections Department.

- ◆ Option 1: a template for use with Microsoft Access. This can only be used if the candidate has Microsoft Access software.
- ◆ Option 2: OmniForm template and does not require a separate software package.
- ◆ Option 3: Electronic filing software that meets the specifications established by the Division of Elections which can be purchased by the candidate from one of the vendors on the Division of Elections list.

All options enable the candidate to prepare the Itemized Contributions and Itemized Expenditures and the Campaign Treasurer's Report Summary page.

If you do not have a computer available for report preparation, please make arrangements with our office so we may assist you.

Campaign treasurer's reports shall be filed on a diskette or CD ROM, however, a copy of the Campaign Treasurer's Report which contains both the candidate's and treasurer's signatures must be filed on paper simultaneously.

Please remember that our office is available to assist you. Once you become familiar with the electronic filing software, you will find the input process to be easy and helpful to you in avoiding errors on your reports. As a candidate, please make sure that your treasurer is aware of the electronic filing requirement so that you can both start your campaign with a clear understanding of procedures.

Campaign Treasurer reports must be received by the Miami-Dade Elections Department, 111 NW 1 Street, Suite 1910, Miami, Florida 33128, **on or before 5:00 pm on the due date.**

Before you begin the reporting process, please talk to Gisela Salas or Maria Acosta at 305-375-4382 to make sure that all details are clear to you.

- ❖ Please read the entire Candidate Handbook carefully.
- ❖ File the **Electronic Filing Statement** and **Receipt** for Qualifying Handbook within the 5 business days of opening your campaign account.

**Miami-Dade County Policy regarding Campaign Treasurer's Reports
For County Mayor, Board of County Commissioners,
Community Council and Fire Board**

1. Policy on Electronic Filing

All candidates for the offices of Mayor of Miami-Dade County, Miami-Dade County Board of County Commissioners, Miami-Dade Community Council and Miami-Dade County Fire Board shall file their Campaign Treasurer Reports on diskettes or CD-ROMs simultaneously with and in addition to an original signed report as required by Section 106.07 Florida Statutes. Such reports must be received by the Miami-Dade Elections Department, 111 NW 1 Street, Suite 1910, Miami, Florida 33128, on or before 5:00 pm on the due date.

2. Policy on Late Reports

If you fail to file a Campaign Treasurer's Report by the due date, the Miami-Dade Elections Department will attempt to notify you telephonically or by e-mail. A letter informing you that the report has not been received and that you are subject to a fine for each day that the report is late pursuant to Florida Statutes (Failure to File Notice) will be mailed certified to the mailing address on file within 2 business days. No other notices will be sent. Failure to comply will result in a report to the Miami Dade Commission on Ethics and or the Florida Elections Commission and could be determined to be a willful violation.

Fine letters for Campaign Treasurer's Reports received after the scheduled due date will be mailed to you advising you of the amount of the fine due within 5 business days of receipt. No other notices will be sent. Pursuant to the Miami Dade County Code appeals must be filed with the Circuit Court. If no such appeal is filed within 20 days, you will be reported to the Miami-Dade Commission on Ethics for failure to pay your fine. Fines must be paid from the candidate's personal funds.

3. Electronic Posting of Reports

All reports shall be posted on the Supervisor of Elections Website at: <http://elections.miamidade.gov> within three business days of receipt of the diskettes or CD-ROMs by the Supervisor of Elections, except that reports required to be filed within 4 days of an election, which shall be posted no later than two days before the date of the election.

4. Policy Regarding Review of Reports and Filing Amended Reports

The Miami Dade Elections Department checks the following: Summary page for accuracy and signatures, complete names and addresses for each contribution and expenditure, occupation of contributor when required, purpose of expenditure listed and contributions that exceed the lawful amount (\$250 for Miami-Dade local candidates pursuant to Section of the Miami-Dade County Code.

Any reports, which are deemed to be incomplete, shall be accepted on a conditional basis. The campaign treasurer shall be notified by registered mail as to why the report is incomplete and given 3 days from receipt of such notice to file an addendum to the report. Failure to provide the required information constitutes a violation of FS Chapter 106. No other notices will be sent. Failure to comply will result in a report to the Florida Elections Commission.